

# Grants Manual



**Virginia Department of Juvenile Justice  
Research and Evaluation Section**

**January 2003  
(revised)**

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## **Introduction**

The purpose of this manual is to provide employees of the Department of Juvenile Justice (DJJ), and other members of the Juvenile Justice Community, information on the procedures for applying for a grant, and the programmatic and financial responsibilities of a grant when awarded. The manual applies to all employees of DJJ, including state operated court service units, state operated halfway houses, juvenile correctional centers, regional offices and central office units, who are seeking to apply for grant funds from any source. The procedures outlined in this manual will ensure that:

1. The Department has knowledge of the special grant projects and activities of its various units;
2. These activities are consistent with the programmatic priorities of the Department;
3. Grant applications requiring a commitment of Departmental funds are consistent with DJJ budget priorities;
4. Grant applications submitted by units of the Department consistently exhibit a professional quality;
5. Compliance occurs with Departmental policies and procedures, as well as state and federal standards and laws in areas such as human research, procurement, and human resources;
6. Coordination occurs between grant applicants' needs and the organizational units affected by the grant proposal; and
7. An appropriate design for monitoring financial management of the awarded grants is in place, including a specific monitoring process.

You will find that all forms that need to be completed are displayed in italic text. Any terms that are defined on the next page are listed as bold italic text.

## **Definitions**

The following terms are used throughout this manual.

***The applicant*** is the DJJ unit or outside juvenile justice professionals applying for funding.

***Concept Paper*** is a brief description of the proposed project, submitted seeking permission to write a full grant application either under DJJ sponsorship or local sponsorship to pursue funding for the project.

***DJJ Sponsorship*** means the Department of Juvenile Justice applies for the grant funds, manages those funds, and provides matching funds for projects, if applicable.

***DJJ Grants Coordinator*** is a Central Office staff member assigned to coordinate the grants process for the department.

***Fiscal Agent*** is the organization that receives the grant funding, manages the expenditures, and prepares the financial reports to the funding source.

***Funding Source*** is the entity which is offering the funding for a project, usually based on identified priorities. This may be a private foundation or a government agency.

***Grant Administrator*** is the Director of the Department of Juvenile Justice for DJJ sponsored grants, and, typically, is the county administrator or city manager for grants sponsored by a locality.

***Grant Application*** is the formal process by which an applicant seeks funding for a specific project or service through a formal request to a potential funding source.

***Grantee*** is an applicant who is successful in obtaining grant funding.

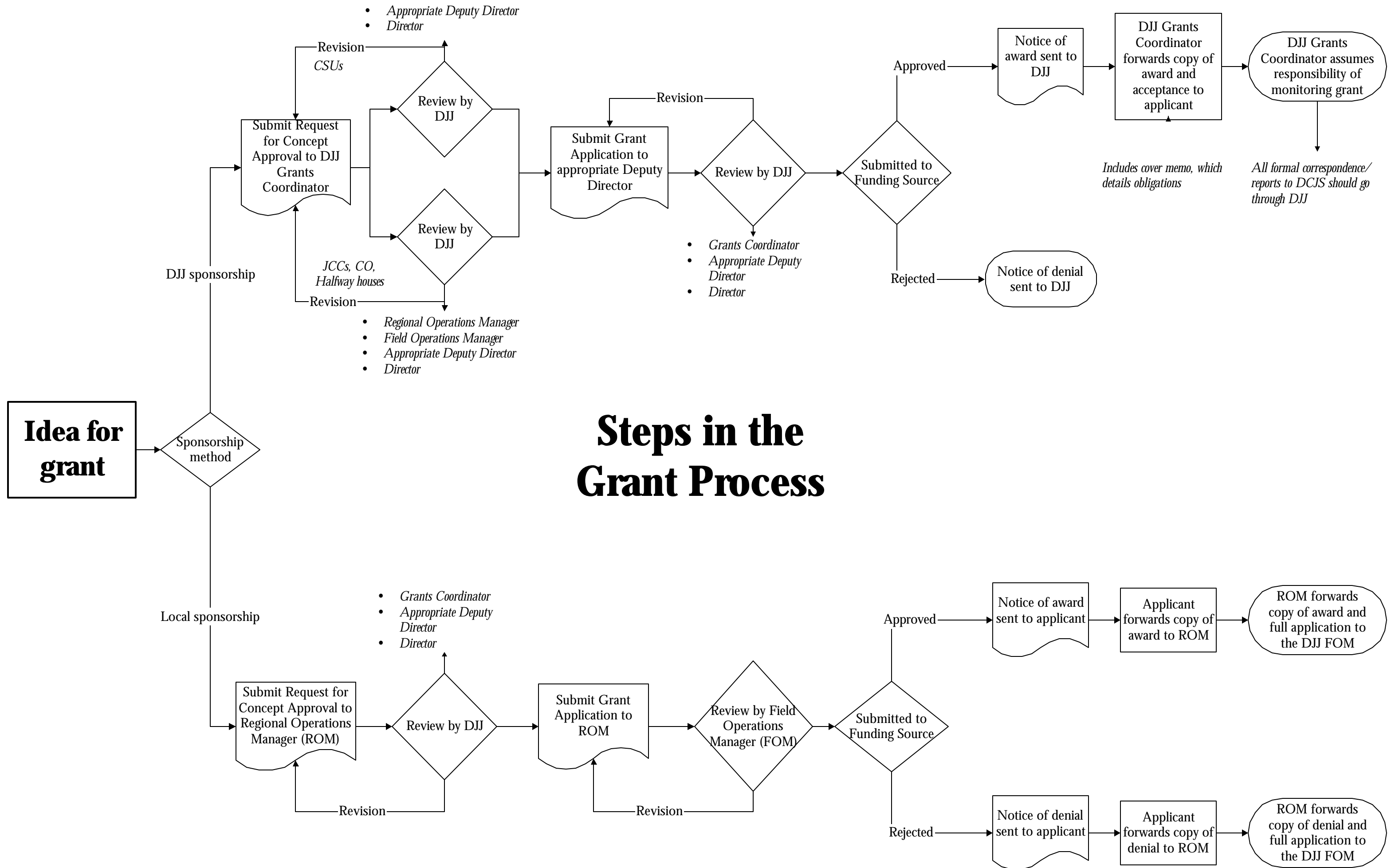
***Local Sponsorship*** means that a unit of local government applies for the grant funds, manages those funds, and provides matching funds for projects operated by a DJJ unit.

***Local Waiver*** is a form signed by the governing body of a locality waiving their application for federal funds so that, instead, a state agency can apply for funding for a program in that locality.

***Matching Funding*** is a percent of the total project funds that must be supplied by the applicant.

***Project Director*** is the head of the applicant DJJ unit, or that person's designee, who oversees the implementation of all grant activities and preparation of required reports.

***Target Population*** is the group identified to receive the services proposed by the project.



## **Grant Application Process**

### **Step 1: Method of Sponsorship**

There are two methods of sponsorship for grant applications, local sponsorship or DJJ sponsorship. The two methods, which differ slightly, are explained below along with the process for each.

***Local sponsorship*** - A unit of local government assumes full responsibility for all funding. **No DJJ resources are required now or in the future.** For example, a locality applies for grant funding that will be used to benefit the local juvenile offender population.

***DJJ sponsorship*** - The proposal requires DJJ sponsorship or will be locally sponsored and **will require DJJ resources** for matching funding or for project assumption in the future.

### **Step 2: Concept Paper**

It is advised that an applicant should check in advance of writing a concept paper to see if the program or procedure under consideration is consistent with a recent listing of priorities endorsed by the appropriate Deputy Director. The applicant also needs to be certain that the concept is congruent with funding source guidelines.

Regardless of the sponsorship method, if any unit of the Department seeks grant funding and requests our endorsement, support, sponsorship, affiliation or any other association, they must first submit a ***Request for Concept Approval*** before preparing a full application (See Appendix A). This should include the ***Request for Concept Approval*** form and a narrative description of the proposed project. The ***Request for Concept Approval*** should be submitted for review 30 to 60 days before the proposal submission deadline date when time frames allow.

### **Submission Requirements**

#### **Local Sponsorship**

- Field units submit the ***Request for Concept Approval*** to the appropriate regional operations manager for review.
- Juvenile correctional centers, regional offices, and central office units submit the ***Request for Concept Approval*** to the appropriate deputy director.
- Please note that DCJS' "Statement of Grant Award Special Conditions" requires localities to submit an "annual allocation plan for expenditures." Funding for localities that do not comply is unlikely.

#### **DJJ sponsorship**

- Field units submit the ***Request for Concept Approval*** to the DJJ Grants Coordinator in the central office with a copy to the appropriate regional operations manager for review.
- Juvenile correctional centers, regional offices, halfway houses, and central office units submit the ***Request for Concept Approval*** to the DJJ Grants Coordinator with a copy to the appropriate deputy director (only if the deputy is the immediate supervisor of the unit manager).

## Concept Review Requirements

### Local Sponsorship

The reviewer will approve or disapprove the concept paper in writing on the submitted form and return it to the applicant unit with a copy to the DJJ Grants Coordinator and the appropriate Deputy Director. This review will occur within ten working days of the receipt of the concept paper. The review will ensure:

- that the proposed activities are consistent with the Department's programmatic priorities;
- compliance with Departmental policies and procedures, as well as state and federal standards and laws, in areas such as human research, procurement and human resources; and
- that Departmental non-monetary resources will not be excessively strained by the proposed program.

### DJJ Sponsorship

The DJJ Grants Coordinator will review the ***Request for Concept Approval***. The Coordinator will seek a recommendation for approval or disapproval from the appropriate regional operations manager or chief of operations. The Coordinator will forward the ***Request for Concept Approval***, with recommendations, to the Deputy Director for the appropriate division who will recommend approval or disapproval of the concept paper in writing on the *Concept Approval* form. **The DJJ Director will make the final decision on approval or disapproval** of the concept paper. The DJJ Grants Coordinator will return the reviewed form to the applicant reflecting the decision of the Director. This review should occur within ten working days of the receipt of the concept paper. The review by the Deputy Director will be to:

- ensure that the proposed activities are consistent with the programmatic priorities of the Department;
- ensure compliance with Departmental policies and procedures, as well as state and federal standards and laws in areas such as human research, procurement, and human resources;
- ensure that Departmental resources will not be excessively strained in the implementation of the proposed program; and
- identify specific sources of revenue within the Department for projects that will require DJJ to provide matching funding or future assumption of project costs.

For both sponsorship methods:

If the concept is ***approved***, the applicant may proceed with the preparation of the application.

If the concept is ***disapproved***, the applicant may revise and resubmit the ***Request for Concept Approval*** if there is enough time before the grant application needs to be submitted.

**Step 3: Grant Application**

A **grant application** includes a *Grant Application* form, *Itemized Budget* form, budget narrative, project narrative, *Project Workplan* form and a *Project Evaluation Plan* form (See Appendix B). The Grants Coordinator will review the **grant application** and attach the *Assurances* and *Certifications* forms. The Research and Evaluation section can assist applicants with difficulties dealing with parts of the **grant application**. For example, help is available for identifying quantifiable measures of set objectives, creating a mechanism to track progress (spreadsheet), or suggesting potential methodologies.

**Application Review Requirements****Local Sponsorship**

The applicant must submit a **grant application** to the regional operations manager for review before the grant submission date (preferably 10 to 20 working days before the grant deadline). The regional operations manager will inform the applicant of any suggested revisions before the grant submission deadline.

For these locally sponsored grants, applicants must send a copy of the **grant application**, which they submitted to the funding source, to the regional office.

**DJJ Sponsorship**

The applicant must submit the **grant application** in hard and electronic copies to the DJJ Grants Coordinator for review 15 working days before the grant submission deadline. Simultaneously, the applicant will provide the appropriate regional operations manager or chief of operations a copy of the **grant application**. The Coordinator shall review the **grant application** and notify the applicant of any suggested revisions before making any substantive revisions to the grant. The criteria that will be used to review the application are as follows:

- general appearance:
  - typing,
  - formatting, and
  - neatness;
- all required submissions are included:
  - all parts of **grant application** are included and in good order,
  - original and sufficient number of copies are present, and
  - correct names and signatures have been obtained;
- general proof reading:
  - correction of all typos, spelling errors, grammatical errors, incomplete sentences, etc.;
- budget:
  - addition is correct,
  - narrative is consistent with forms,
  - is sufficient and correct budget detail is provided,
  - is complete and provides comprehensive coverage of all planned activities, and
  - reflects appropriate coordination with DJJ Budget and Human Resources Units for planned salaries and position titles, etc.;



- **grant application** follows approved concept;
- **grant application** is consistent with priorities of DCJS and DJJ;
- needs assessment is included, logical and justified;
- target population and selection criteria are clearly identified;
- methodology is logical, reasonable and applicant is qualified to carry it out;
- measurable goals and objectives are defined;
- reasonable time is allowed for RFP or IFB from subcontractors;
- documentation of workplan and time line are included;
- evaluation plan includes clear performance standards and measurement methods;
- inclusion of letters of support;
- other required documentation is included; and
- project and its activities are in compliance with applicable agency policies and procedures, state standards, and state and federal laws.

The Coordinator will submit the **grant application** to the Deputy Director of the appropriate division to obtain approval for submission. If the Deputy gives approval for submission, the Coordinator forwards the **grant application** and a cover letter to the Director for approval and signature. The Director returns the approved proposal to the Coordinator to transmit the **grant application** and required copies to the DCJS before the application deadline. The Coordinator sends the applicant a copy of the **grant application**, as it was sent to DCJS.

If the Deputy Director of the appropriate division, or the Director, does not approve the **grant application** for submission, the document may be returned to the applicant for revision to satisfy the requirements of the Deputy Director, if there is sufficient time prior to the grant deadline. **The decision of the Director as to whether to submit the grant application under DJJ sponsorship is final.**

#### **Step 4: Award Notification**

##### **Local Sponsorship**

The applicant will send a copy of the notice from the funding source of grant award or denial to the regional operations manager within ten working days of receipt. The regional operations manager will forward a copy of the grant denial or the award and the **grant application** to the DJJ Grants Coordinator in Central Office within 30 working days of receiving the grant award.

##### **DJJ Sponsorship**

If the grant proposal is funded, the DJJ Grants Coordinator will send the applicant a copy of the notice of a grant award that the Department receives from the funding source, and the grant acceptance signed by the Director, to the applicant within ten working days of receiving it.

### **Letter to Project Directors**

Accompanying the notice of grant award and the Director's acceptance letter will be a cover letter informing Project Directors of their obligations, which will include:

- a reminder about any Special Conditions associated with the award. Special Conditions must be met prior to dispensation of any grant funding;
- the timeframes and process for quarterly reports;
- timeframes associated with the grant duration, budget amendments, and continuations;
- a precaution about budget expenditures to avoid returning funds at the conclusion of the grant; and
- a reminder that detailed information on issues arising during the grant period is available in the Grants Manual.

**Letters of Support or Cooperation:** Should any organization request a letter of support or cooperation from any unit of the Department, that unit will transmit to the chief deputy, appropriate regional operations manager, or deputy director, and to the DJJ Grants Coordinator a copy of the completed, signed letter of support. The DJJ Grants Coordinator will retain these on file for informational purposes.

### **Project Management Guidelines**

Once a grant is awarded to the Department of Juvenile Justice, the Research and Evaluation Section is responsible for monitoring the grant.

**Project Directors** of funded projects sponsored by DJJ must submit all formal correspondence and official reports to the funding sources through the DJJ Grants Coordinator in Central Office. The Coordinator is responsible for reviewing these, submitting them to the Director for approval and signature, and transmitting them to the funding source. All official communication with the funding source for DJJ sponsored grants is by the DJJ Director, who serves as the ***Grant Administrator***.

### **Quarterly Reports**

- These reports are submitted, by DJJ, to the Department of Criminal Justice Services (DCJS) to comply with grant conditions (See Appendix C).
- Quarterly Reports are due to DCJS the 12<sup>th</sup> working day after the end of the quarter. The quarterly report consists of:
  - a *Quarterly Progress Report* form, that is signed by the Project Administrator, who in most cases is the DJJ Director, and the Project Director;
  - a narrative that includes the status of the project,
  - an *Evaluation Plan Report* form,
  - a *Workplan Status* form, and
  - any evaluation activities that occurred during the quarter.

- **The project director or his designee submits the quarterly report, electronically, to the Research and Evaluation Section staff by the last day of the quarter.**
- Quarterly Reports are reviewed by the Research and Evaluation Section staff and forwarded through the chain of command for the Director's signature. If significant changes are required, the report will be returned to the Project Director for revision. **Please note, the need for revisions does not alter the date quarterly reports are due to DCJS.**

### **Budget Amendments**

**Any budget related questions are best handled by the Budget Unit at Central Office.**

**Budget Amendments** are required to transfer funds within the budget of a grant funded project (See Appendix D). **All** budget amendments must be approved by DCJS. If an amendment is needed, the Project Director completes the necessary paperwork with assistance from Research and Evaluation Section staff. A narrative justifying the amendment must be included with the *Budget Amendment Request* form. Copies of all approved budget amendments are given to the Grants Accountant. **A budget amendment cannot be requested during the fourth quarter of the grant period. Moreover, no more than two budget amendments will be permitted during the grant period.**

### **Renewal Applications**

When DJJ can request additional funding for a grant project, DCJS will notify the Project Director. The Project Director prepares a renewal application. This application usually consists of the *Grant Application* form, *Itemized Budget* form, budget narrative, project narrative that includes accomplishments of the previous grant year, *Project Evaluation Plan* form, and a *Project Workplan* form. The Grants Coordinator will review the *renewal application* and attach the *Assurances* and *Certifications* forms. The Coordinator will then forward the application for internal DJJ review and then onto DCJS.

### **Other Issues**

Project Directors, or their designee, should alert the Research and Evaluation Section staff of any significant concerns related to the grant project, i.e. difficulty filling positions, fewer program participants than expected, etc.

## **Financial Management Guidelines**

Once a grant has been received, the Research and Evaluation Section sends a copy of the grant award letter and grant budget to the Grants Accountant and Budget Unit.

To track expenditures, a cost code and/or project code is set up by Accounting upon receipt of the award. A memo from the Grants Accountant is sent to the Project Director

specifying the cost code and/or project code to be used on all expenditures submitted for payment.

For any grant having salary and/or wage expenditures, the Project Director meets with Budget to designate which positions are to be funded by the grant. Budget then informs Human Resources, which lets Payroll know if these positions are to be charged directly to the grant. **If these positions are restricted, i.e. funded by the grant, when the grant ends, the position ends. Project Directors should include any leave accruals in their budgets; otherwise any payments for leave will have to be made from the General Fund.**

Each time a voucher is received for charging against the grant, the Grants Accountant logs in the voucher on a spreadsheet (Spend-Down Account) for each grant. The Grants Accountant ensures that the coding is correct and that there are sufficient grant funds remaining to pay these expenditures.

### Monthly

- Grants Accountant reconciles the spreadsheet (Spend-Down Account) to the Commonwealth Accounting and Reporting System (CARS) to ensure that the expenditures have been properly coded and keyed correctly.
- Grants Accountant sends out the 1433 CARS Expenditure Report or similar ORACLE financial report (by cost code) to the Project Director to show the expenditures on the grant by object code.
- Grants Accountant prepares the Grant Summary Report that shows year-to-date expenditures, year-to-date cash received, and balance of grant.

### Periodically

- The Grants Accountant meets with the Project Director to discuss:
  - expenditures by category and the balance by category of the grant, and
  - any changes to the budget and/or extension requests.
- This meeting is held at the request of the Grants Accountant or the Project Director.

### Quarterly

- A report (Quarterly Financial Report) for each grant is prepared by Accounting and submitted, through Budget, to DCJS to show the status of the grant. The budget by category, expenditures by category, and any obligations (purchase orders or contracts) by category are shown
- A request for funds (cash) is processed.

### Closeout of grant

- Within 90 days after the end of a grant, a final report (Final Financial Report) is required to show the total expenditures of the grant by category and the balance of the grant, if any, remaining.
- Any portion of the grant monies left is returned. **Under no circumstances can expenditures exceed the amount of the grant.**

### **Project Monitoring Responsibilities**

The DJJ Grants Coordinator provides coordination and administrative oversight for all DJJ sponsored grants. These administrative activities include:

- maintaining a central file containing the grant proposal, grant award, special conditions, budget and budget revisions, any requests for proposals, invitations to bid, contracts, quarterly reports, evaluation reports, final reports, financial reports and any pertinent correspondence;
- ensuring that special conditions accompanying grant awards are reviewed, negotiated, submitted to the Director for approval and signature, and transmitted to the funding source;
- providing information to Procurement on planned grant activities for the development of a Request for Proposal or Invitation for Bid, and working with the grantee to ensure that any contracts resulting from grants are conducted according to all state procurement regulations and departmental contract policies and procedures;
- ensuring those grants involving the use of human subjects for research follow appropriate departmental policies;
- assisting the grantee to coordinate the grant's financial matters with the Accounting Unit;
- assisting the grantee to coordinate the grant's personnel matters with the Human Resources Unit;
- reviewing quarterly financial reports on all grants and making appropriate recommendations to the grantee on financial management of the grant;
- reviewing, submitting to the Director for approval and signature, and transmitting to the funding source, in a timely manner, all required periodic progress reports;
- reviewing, submitting to the Director for approval and signature, and transmitting to the funding source, in a timely manner, all tangible contract reports or documents, project evaluation reports, all budget amendments, and final project reports;
- maintaining a spreadsheet on all projects that includes a brief description of the project, identifying grant number, source, the period and amount of award, and the staff responsible for the project; and
- producing regular status reports on grant-funded projects for agency staff and management.

# Forms

All forms are available in PDF format, with the exception of the *Itemized Budget* form. These forms are attached in the following appendices and can be downloaded from the DJJ website at [http://www.djj.state.va.us/resources/grant\\_possibilities.htm](http://www.djj.state.va.us/resources/grant_possibilities.htm)

*Concept Approval*

*Grant Application*

*Itemized Budget*

*Project Workplan*

*Project Evaluation Plan*

*Quarterly Progress Report*

*Evaluation Plan Report*

*Workplan Status*

*Budget Amendment Request*

# Appendix A

## Request for Concept Approval

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## REQUEST FOR CONCEPT APPROVAL

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### SECTION I: Identifying Information

DJJ Unit Applying: \_\_\_\_\_ Date Initiated \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone \_\_\_\_\_

Signature of Applicant's Unit Head: \_\_\_\_\_

Deadline for Submitting Proposal to Funding Source: \_\_\_\_\_

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### SECTION II: Type of Sponsorship (select only one of three)

Locally sponsored grant: \_\_\_\_\_

(Name of locality acting as fiscal agent)

Locally sponsored grant requesting future DJJ support: \_\_\_\_\_

(Name of locality acting as fiscal agent)

DJJ sponsored grant: Is a local waiver required? No Yes

If required, has it been obtained? No Yes

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### SECTION III: Technical Assistance Requested from DJJ

Check all that apply: grant application instructions; review of proposal draft; data; budget;  
other (explain): \_\_\_\_\_

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### SECTION IV: Project Description

Project Name: \_\_\_\_\_

Funding Source: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_ Projected No. of Years: \_\_\_\_\_

Match Requirements: \_\_\_\_\_ When Required? \_\_\_\_\_

Who Will Provide Match? \_\_\_\_\_

Target Population: \_\_\_\_\_

Funding Source Priorities Addressed? \_\_\_\_\_

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Outcomes to be Achieved? \_\_\_\_\_

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## REQUEST FOR CONCEPT APPROVAL

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Brief Description of Methods to be Used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List defined roles and responsibilities of the DJJ unit in the grant proposals development and the projects implementation: \_\_\_\_\_  
\_\_\_\_\_

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### SECTION V: Concept Paper Approvals

**1. Authority over the applicant unit** - Regional Administrator, Chief of Operations, or Deputy Director

Approved      Disapproved

Reviewer's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**2. Deputy Director for Community Programs**

Approved      Disapproved

Reviewer's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**3. Deputy Director for Institutions**

Approved      Disapproved

Reviewer's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**4. Deputy Director of Administration and Finance**

Approved      Disapproved

Reviewer's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**5. Chief Deputy**

Approved      Disapproved

Reviewer's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**6. DJJ Director**

Approved      Disapproved

Reviewer's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

## Appendix B

# Grant Application Forms

# Grant Application\_\_\_\_\_

**Department of Criminal Justice Services, 805 East Broad Street, Richmond, Virginia 23219**

Grant Program:			
Applicant:			
Jurisdiction(s) Served:			
Program Title:			
Type of Application:		<input type="checkbox"/> New <input type="checkbox"/> Continuation of Grant Number: _____ <input type="checkbox"/> Revision of Grant Number: _____	
Project Director		Project Administrator	
Finance Officer			
Name:			
Title:			
Address:			
Phone:			
Fax:			
E-mail:			
Signature of Project Administrator:			
Brief Project Description:			
<div></div>			
Project Budget Summary		DCJS Funds	
Match			
	Federal	General	
Personnel	\$	\$	\$
Consultants	\$	\$	\$
Travel/Subsistence	\$	\$	\$
Equipment	\$	\$	\$
Indirect Costs	\$	\$	\$
Supplies/Other Operating Expenses	\$	\$	\$
Totals:	\$	\$	\$
Grand Total: \$			

# ITEMIZED BUDGET

1. Personnel/Employees				DCJS FUNDS		APPLICANT MATCH		TOTAL
a. Names of Employees	Position Titles	Annual Salary Rate	Hours Devoted	FEDERAL	STATE	CASH	IN-KIND	
TOTAL:								
b. Fringe Benefits								
FICA % =								
Retirement =								
Other (itemize) =								
TOTAL:								
TOTAL PERSONNEL (a + b):								

## 2. Consultants (including Travel and Subsistence)

a. Individual Consultants					
Type:					
Hours Devoted:					
TOTAL:					
b. Organizations and Associations					
Type:					
Fee:					
Time Devoted:					
TOTAL:					
c. Consultants' Subsistence and Travel					
Number of Days:					
Rate/Day:					
TOTAL:					
TOTAL CONSULTANTS (a + b + c)					

## 3. Travel and Subsistence for Project Personnel

a. Local Mileage _____ X _____ per mile					
b. Non-local Miles _____ X _____ per mile					
c. Subsistence _____ days X _____ per day					
d. Air or other fares _____					
TOTAL TRAVEL:					

**ITEMIZED BUDGET (Continued)**

4. Equipment				DCJS FUNDS		APPLICANT MATCH		TOTAL
Type	Quantity	Unit Price	Purchase or Rental	FEDERAL	STATE	CASH	IN-KIND	
TOTAL EQUIPMENT:								

**5. Supplies and Other Expenses**

Type	Quantity	Price					
TOTAL SUPPLIES AND OTHER:							

**6. Indirect Cost**

TOTAL INDIRECT COST:							

**GRAND TOTAL:**

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**7. Cash Funds**

Cash funds from sources other than grant program supporting this project - (itemize). (Do not add to requested Project Budget Summary accounts.)				
TOTAL:				

# Program Work Plan

Department of Criminal Justice Services  
805 East Broad Street Richmond, VA 23219  
(804) 786-4000

**Subgrantee:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Locality/State Agency:** Virginia Department of Juvenile Justice

**Grant Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Page** \_\_\_\_\_ **of** \_\_\_\_\_

Objective/Activity	Planned		Actual		Documentation
	Begin	End	Begin	End	

**Program Evaluation Plan**  
Department of Criminal Justice Services  
805 East Broad Street      Richmond, VA 23219  
(804) 786-4000

**Subgrantee:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Program Administrator:** \_\_\_\_\_

**Grant Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Project Director:** \_\_\_\_\_

Program Objectives	Supportive Data	Describe Measurement/Analysis Techniques

## Appendix C

# Grant Monitoring Forms



# Quarterly Progress Report

Department of Criminal Justice Services  
805 East Broad Street Richmond, Virginia 23219  
(804) 786-4000

Subgrantee:		Grant Number:	
Project Title:		Date of Report:	
Grant Period:	To:	Final Report?	Yes No
Date Project Completed:	Report Period Ending: 9/30 12/31 3/31 6/30		
Program Administrator:		Project Director:	

This progress report is required as part of the program reporting requirements of the Department of Criminal Justice Services. The report should include:

## I. Program Activities and Issues

Describe in narrative form the program of your project during this reporting period. If this is a final report, the report should be cumulative as well.

- A. Make reference to the project workplan describing any activities relative to the achievement of objectives. Explain any changes in projected activities and workplan time frames.
- B. Integrate within the narrative an analysis of the data presented on the Evaluation Report Form as it supports the achievement of objectives.

## II. Workplan Status Report

Enclosed is a blank workplan with an additional column titled "Status of Activities." As part of this report, you should: (1) Transfer your completed workplan to the blank workplan form; (2) Fill in the column titled "Actual" with the "Begin-End" dates for those activities which have begun and/or have been completed, or objectives which have been met; and (3) Complete the additional column titled "Status of Activities" by briefly describing the progress made toward implementing each of the various objectives/activities during this reporting period. Whenever possible, progress made on project activities should be supported by any relevant documentation and/or data.

## III. Evaluation Plan Report

Enclosed is a blank form for reporting data you have collected as part of the evaluation process.

Send a hard *and* electronic copy of this report, including this Face Sheet, the Workplan Status Report, and the Evaluation Plan Report to the Research & Evaluation Section, Department of Juvenile Justice, P.O. Box 1110, Richmond, Virginia 23218. Research & Evaluation will forward all reports, in batch, to DCJS.

<b>DCJS Use Only</b>	
TA Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Date:
Recommendation:	
Action Taken:	
Signature – Program Specialist	Signature – Evaluation Specialist

# Evaluation Plan Report

Department of Criminal Justice Services  
805 East Broad Street  
Richmond, Virginia 23219

Subgrantee:	Grant Number:
Project Title:	Date of report
Program Administrator:	Project Director:

Please submit a detailed narrative report (BELOW) of the grant project progress toward achieving the stated goals and objectives.

**Workplan Status Report**  
 Department of Criminal Justice Services  
 805 East Broad Street    Richmond, Virginia 23219  
 (804) 786-4000

Subgrantee:					Grant Number:	
Project Title:					Date	Page ____ of ____
Objective/Activity	Planned		Actual		Documentation	Status of Activities
	Begin	End	Begin	End		

# Appendix D

## Financial Reporting Forms

**Budget Amendment Request**  
Department of Criminal Justice Services  
805 East Broad Street  
Richmond, VA 23219

<b>Subgrantee:</b>	<b>Grant Number:</b>
<b>Title:</b>	<b>Date:</b>

**LATEST APPROVED BUDGET**

Budget Categories	DCJS Funds		Subgrantee Match*	TOTALS
	Federal	State		
A. Personnel				
B. Consultants				
C. Travel				
D. Equipment				
E. Other				
TOTAL PROJECT				

**REVISED BUDGET REQUESTED**

Budget Categories	DCJS Funds		Subgrantee Match*	TOTALS
	Federal	State		
A. Personnel				
B. Consultants				
C. Travel				
D. Equipment				
E. Other				
TOTAL PROJECT				

<b>Signature</b>	<b>Title</b>	<b>Date</b>

***INSTRUCTIONS TO SUBGRANTEES***

*Submit an original copy for each request and each grant. A narrative statement must support each amendment. Signature must be affixed by the Program Administrator or Financial Officer of record with the DCJS.*  
***If match is in-kind, please indicate by asterisk (\*) behind the figure.***

<b>DCJS APPROVAL</b> <b><i>(Do not use this space; For DCJS use only)</i></b>		
<b>Signature</b>	<b>Title</b>	<b>Date</b>